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Records Management

25 June 1968

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Mr. Bannerman

At the noon meeting Monday you asked me to give you a note amplifying the remarks made in the second paragraph of your memorandum to Colonel White about the Records Program where we enumerate the things we do not have.

The Agency has the reputation for having one of the best records programs in the Government. This is because most of the attention is given to the identification and scheduling of records that can be destroyed or stored according to law. We have retirement schedules for every component in the Agency which permit routine destruction of 40,000 cubic feet of records per year. About three man years per year are required in the central staff to do records surveys, develop, maintain, and update retirement and destruction schedules.

Since the Records Administration Staff was reduced from twenty-four positions to eight in 1961 (a chief, five professionals, and two clericals) about half of the professional effort per year is devoted to records disposition as described above. The remainder of the professional manpower is spread rather thinly over the other elements of a records program. We devote about one and one-fourth man years per year to Forms Management. There are about 2800 forms and we print about 50,000,000 copies each year at a cost of about a quarter million dollars. Such control as there is over the forms exists by informal arrangement between the Records Administration Branch and the Printing Services Division who have the understanding that requisitions requesting forms to be printed must be signed by a records officer. However, any records officer in the Agency is authorized to sign printing requisitions which means that the forms are not really getting professional attention.

The Records Administration Branch is responsible for reviewing the records aspects of any request for storage areas or equipment but this responsibility is not universally recognized and the Records Branch is not always consulted, nor are their recommendations always accepted. We devote about three-quarters of a man year per year to equipment surveys and evaluation.

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Correspondence and Reports Management, which are the essence of the management of paper creation get only about one-eighth of a man year per year each.

There are about records officers spread throughout the components of the Agency. Only about five are professional records officers. The remainder have records duties in addition to their other responsibilities. They are unable to give attention to elements of the records program other than disposition.

With this kind of manpower distribution the best we are able to do is maintain a minimum holding action. We are not in any position to implement and manage an aggressive, active, positive paperwork management program.



Chief, Support Services Staff

DDS/SSS/RHW:jms (25 June 1968)

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